

Official File
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ADMINISTRATIVE - INTERNAL USE ONLY

25X1A

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INSTRUCTION NO.

PERSONNEL

Revised 19 January 1968

SUBJECT : Personnel Emergency and Locator Records

REFERENCE: Revised 19 April 1963

STATINTL

1. GENERAL

This Instruction describes the purpose of Personnel Emergency and Locator Records and the procedures to be followed in maintaining these records.

2. POLICY

Current and accurate emergency locator records are essential for obvious need in event of personal emergency. They satisfy other important requirements including the source from which addresses are obtained for use in preparation of employee Wage and Tax Statement, the Agency telephone directory, and a quick-reference locator.

3. RESPONSIBILITY

- a. The Personnel and Training Staff will serve as the central repository and monitor of the Office of Logistics Personnel Emergency and Locator Records.
- b. Each employee of the Office of Logistics is responsible for reporting promptly changes in name, address, zip code, telephone number, office location, and office extension.

4. PROCEDURES

- a. Employees will report promptly any and all changes, such as those described above, to the administrative assistant or senior secretary in the division or staff to which they are assigned.

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- b. The division or staff administrative assistant will record changes on Form 642, Personnel Emergency and Locator Record, and forward the first copy to the Personnel Officer, Office of Logistics, for verification and signature. The second (temporary suspense) copy will be held by the administrative assistant until the corrected Form 642 is returned; then it shall be destroyed.
- c. Immediate notification of change in limitation category code as determined by the division or staff is imperative, especially prior to TDY or PCS, to backstop cover established by Central Cover Staff.
- d. The division or staff administrative assistant will prepare Form 642 for newly assigned personnel for whom a form does not already exist, or correct Form 642 hand-carried by reassigned employees, and forward the form to the Personnel Officer, Office of Logistics, for subsequent forwarding to the Office of Personnel.
- e. When an employee is reassigned across major organizational lines, the division or staff administrative assistant will provide the individual with Form 642 for hand-carrying to the gaining component. Upon delivery of Form 642 to the individual, the administrative assistant will immediately notify the Personnel and Training Staff, Office of Logistics, in order that central records may be adjusted.
- f. When an employee resigns from the Agency, the administrative assistant will make a notation to that effect in the "Remarks" section of Form 642 and forward the form to the Personnel Officer, Office of Logistics, for subsequent forwarding to the Office of Personnel.

STATINTL

GEORGE E. MELOON
Director of Logistics

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